



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
5000
6 Nov 03

MEMORANDUM FOR ASSISTANT COMMANDER NAVY PERSONNEL COMMAND
(Pers-8)

Subj: NOVEMBER 2003 AUGMENTATION AND LATERAL TRANSFER/
REDESIGNATION BOARD REQUIREMENTS

Ref: (a) OPNAVINST 5354.3D

Encl: (1) Augmentation Requirements
(2) Lateral Transfer/Redesignation Requirements

1. Purpose. To provide policy guidance and requirements for the Augmentation and Lateral Transfer/Redesignation Board scheduled to convene 12 November 2003.
2. Augmentation. Augmentation from the Naval Reserve to the Regular Navy signals career intentions on the part of the Navy and the officers concerned. Augmentation guidance and requirements are contained in enclosure (1).
3. Lateral Transfer/Redesignation. Specifications for officer lateral transfer between the Line and Staff Corps and redesignation within the Line are identified in enclosure (2).
4. Waivers. In instances where individual waiver requests have been granted, such waivers override specifications of this memorandum. Packages, which are currently before the board, have received waivers if required.
5. Board Composition. Ensure each board/panel has at least one URL member.
6. Board Results. Forward statistical results to the Director, Military Personnel Plans and Policy Division (N13) and Director, Minority Affairs Division (Pers-00J/N1J). Selectees for concurrent augmentation and redesignation should be counted in both sets of statistics. Because reference (a) requires N13 to report annually on minority Augmentations, ensure Augmentations are reported separately from lateral transfers and redesignations when reporting minority data.

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7. Once the board is convened, no changes to enclosures (1) and (2) will be entertained.

A handwritten signature in black ink, appearing to read "G. L. Talbot, Jr.", with a large, stylized flourish at the end.

G. L. TALBOT, JR.
Rear Admiral, U.S. Navy
Director, Military Personnel
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(N13)

AUGMENTATION

1. Augmentation from the Naval Reserve to the Regular Navy signals career intentions on the part of the Navy and the officers concerned. Qualification for transfer should be based on the officer's performance and professional qualification as indicative of his/her ability to compete with Regular officer peers. All candidates requesting augmentation must be U.S. citizens and meet all qualifications listed in MILPERSMAN 1131-020 and SECNAVINST 1210.5A.

2. Recalled Officers

a. Officers recalled for an indefinite period may request augmentation after 12 months of continuous active duty as of the date of the board. Continuous active duty does not include Active Duty for Special Work (ADSW) or Active Duty for Training (ADT) or any combination of ADSW and/or ADT.

b. Officers recalled for other periods of time are eligible to apply for augmentation after 36 months of continuous active duty as of the date of the board.

c. Recalled officers in the grade of Lieutenant Commander and below must be able to complete 20 years of active commissioned service by age 55 except for officers of the Medical, Dental, Chaplain, Medical Service, and Nurse Corps who must be able to complete 20 years of active commissioned service by age 60 (DoD Directive 1310.2 Ch 1 of 7 Feb 01) and Limited Duty Officers and Chief Warrant Officers who must be able to complete 20 years of active service by age 62.

3. Applications from Year Groups 99 and 00 officers meeting eligibility requirements will be considered for augmentation in addition to those applications from officers commissioned prior to 1 October 1997.

4. The board will automatically review the records of YG98 officers who have not previously applied and have been accepted for augmentation, regardless of minimum service requirement. This does not apply to the JAG, Medical, Dental, or Chaplain Corps.

5. Augmentation allowances

a. <u>COMMUNITY</u>		<u>ALLOWANCE</u>
UNRESTRICTED LINE		
1110 (SURFACE)	ALL QUALIFIED	
1120 (SUBMARINE)	ALL QUALIFIED	
1130 (SPECWAR)	ALL QUALIFIED	
1140 (SPECOPS)	ALL QUALIFIED	
1310 (PILOT)	ALL QUALIFIED	
1320 (NFO)	ALL QUALIFIED	
RESTRICTED LINE		
1200 (HR)	ALL QUALIFIED	
14X0 (ED)	ALL QUALIFIED	(Note 1)
1510 (AEDO)	ALL QUALIFIED	(Note 2)
1520 (AMDO)	ALL QUALIFIED	
1600 (IP)	ALL QUALIFIED	
1610 (CRYPTO)	ALL QUALIFIED	(Note 3)
1630 (INTEL)	ALL QUALIFIED	(Note 3)
1650 (PAO)	ALL QUALIFIED	(Note 3)
1800 (METOC)	ALL QUALIFIED	(Note 3)
STAFF CORPS		
2100 (MC)	ALL QUALIFIED	(Note 4)
2200 (DC)	ALL QUALIFIED	(Note 4)
2300 (MSC)	ALL QUALIFIED	
2500 (JAGC)	6 QUOTAS FOR YG96	(Note 5)
2900 (NC)	ALL QUALIFIED	
3100 (SUPPLY)	ALL QUALIFIED	(Note 3)
5100 (CEC)	ALL QUALIFIED	

b. If augmentation quotas are assigned, the quota shall include both Regular Navy transfer within the community, e.g., 1615 to 1610, and augmentation transfers concurrent with lateral transfer/redesignation, e.g., 1115 to 1610. Lateral transfer/redesignation of Regular officers, e.g., 1110 to 1610, do not count against a community's augmentation allowance.

c. Gaining Officer Community Managers will decide if end-strength requirements can support any TAR requests for augmentation.

6. Eligibility Criteria

a. At a minimum when determining whether an applicant is qualified or not, board members should consider that the Fitness Report 3.0 grade represents performance to full Navy standards. The 5.0 grade is reserved for performance which is far above

standards and is notable for its exemplary or leadership quality. An officer with a 3.0 fitness report is meeting full Navy standards. Also an officer recommended "Promotable" received at least 3.0 in all graded traits and at the time of the report was capable, if called on, of performing the basic functions of the higher grade.

b. Officers considered for augmentation will have completed warfare qualification, if applicable. Additionally, they will have the full scope of requisite experience required for their paygrade and viable career opportunities.

c. Officers considered for augmentation must:

- have not failed of selection for promotion two or more times for any grade as of convening date of the board.
- have not failed of selection for promotion to next higher grade from grade currently held as of convening date of the board.

Notes:

1. The ED community desires officers with operational experience and long-term career intentions. Any Reserve officer meeting the criteria for the ED community should also be offered augmentation.

2. Selects must be aviation warfare qualified (Pilot or NFO). Total number of selections (augmentation and lateral transfer/redesignation) to AEDO are subject to limitations listed in enclosure (2).

3. 100 percent selection if record warrants.

4. Medical and Dental Corps officers should not be selected for augmentation until completion of any obligated service owed to the government as a result of education or training.

5. Augmentation is a competitive selection board for the Judge Advocate General's Corps (JAG Corps) (250X) community. As such, all JAG Corps (250X) eligible candidates' records must be reviewed and briefed by at least one Augmentation Board Member designated as a 2500 officer.

a. Selection Standard. Only eligible 2505 applicants to the board will be considered for augmentation. An eligible 2505 applicant is one selected for the Targeted Augmentation Program and has completed four to five years on Active Duty. All JAG

Corps eligible candidates will be evaluated only against their peers within the same year group. This selection board will review candidates from five Year Groups. To effectively manage the 250X officer community, quotas are authorized by Year Group. Board members are directed to consider each applicant's professional record, application and letters, if any, submitted to the board by the eligible applicant. The board shall consider carefully, without prejudice or partiality, the record of every eligible officer and shall recommend for selection those officers whom a majority of the members considers best qualified for augmentation, ensuring that each officer is capable of performing the duties of a Naval Officer and Judge Advocate in the Navy. Because those officers being considered for Augmentation are at an early stage in their naval careers, they will not normally have had the opportunity to serve in command or leadership positions, nor in a variety of billets. You should take into consideration that, like other staff corps, the JAG Corps has many demanding billets, which, while not directly involved in the support of operational forces, are critical to carrying out its stated missions. Therefore, in making your determination regarding suitability of those officers who are "best qualified", you must give consideration to an officer's overall qualifications; future potential; and record of performance in assigned duties; regardless of the type or number of billets held.

b. Authorized Selections. The numbers of Reserve Judge Advocates (2505) that may be recommended are listed below:

YG-96: six quotas

If there are not sufficient fully qualified eligible officers, the board need not select to the number provided.

LATERAL TRANSFER/REDESIGNATION

1. All candidates must have the professional or graduate degree required for the designator requested as specified in MILPERSMAN 1212-010 and MILPERSMAN 1212-020 or in cases where equivalent experience in community specialty areas exists may be waived. Candidates must also meet the requirements as delineated in SECNAVINST 1210.5A. Specifically:

a. Officers must have completed at least 24 months of active commissioned service above the grade of CW04. An officer may not request transfer from the Unrestricted Line until within six months of completing obligatory service in the present community as a result of functional training received (training received that further enables an Unrestricted Line officer to perform their duties, such as department head school). Officers desiring transfer between 13XX and 15XX communities can apply for exemption from this requirement.

b. Surface (11XX) officers who are under orders to Department Head School may not laterally transfer until completion of initial Department Head tour.

c. Unrestricted Line officers shall have achieved warfare qualification before applying for transfer. Officers who are exempted from participation in warfare qualification programs must complete a minimum of two years of active commissioned service before applying.

d. Officers must possess at least a Baccalaureate Degree.

e. Applications for redesignation and lateral transfer will not be accepted from officers who are being processed for administrative separation.

2. Reserve officers in the active component must meet the same eligibility requirements as Regular officers for transfer or redesignation. Gaining Officer Community Managers will decide if end-strength requirements can support any TAR requests for lateral transfer/redesignation.

3. The following is a list of the requested designators and the openings for lateral transfers into the below designators. Restrictions are noted in paragraph 4. The board shall not exceed the authorized quotas.

a. LINE REDESIGNATION REQUIREMENTS

111X/116X	5	
117X	ALL QUALIFIED	
113X/118X	0	
119X/114X	1 EOD qualified, post command 1147 CDR	
120X	ALL QUALIFIED (max 1 CAPT, 4 CDR, 0 LCDR, 12 LT, 5 LTJG)	(Note 1)
139X/131X	2	
137X/132X	4	
146X (ED)	80	(Note 2)
1510 (AEDO)	20	(Note 3)
152X (AMDO)	10	
160X (IP)	ALL QUALIFIED (max 1 CAPT, 4 CDR, 23 LCDR)	(Note 4)
163X (INTEL)	23	(Note 5)
164X (CRYPTO)	38	(Note 6)
165X (PAO)	6	(Note 7)
180X (METOC)	1	(Note 8)

b. STAFF CORPS LATERAL TRANSFER REQUIREMENTS

230X (MSC)	ALL QUALIFIED except HCA Baylor (3 sel), PT Baylor (1 sel)	(Note 9)
290X (NC)	All QUALIFIED	
250X (JAGC)	0	
310X (SUPPLY)	7	(Note 10)
510X (CEC)	0	

4. LATERAL TRANSFER/REDESIGNATION FROM LIMITED DUTY OFFICER (6XXX). Limited Duty Officers (6XXX) are eligible for lateral transfer to new communities after serving an initial three years of commissioned service.

5. LATERAL TRANSFER/REDESIGNATION FROM WARFARE COMMUNITIES

a. Transfers into the Cryptology, Intelligence, and Information Professional communities will take priority over other RL/Staff selections within the restrictions outlined below but not to exceed a total of 5 selects in any year group. The precedence order for selects if needed is Cryptology, Intelligence and Information Professional.

b. Surface Warfare Officer (111X). Total selection for lateral transfers/redesignations from the surface warfare

community (111X), both conventional and nuclear, shall not exceed caps on specific year groups (YGs).

	<u>RESTRICTIONS</u>	<u>EDO/EDO (N) *</u>
YG91 and senior**	2	0/0
YG92**	2	0/0
YG93**	2	0/0
YG94**	2	0/0
YG95**	2	2/0
YG96**	2	3/0
YG97** +	2	2/0
YG98** +	5	2/1
YG99** +	15	3/0
YG00** +	20	3/0
YG01** +	40	3/0
YG02** +	40	3/0

*EDO numbers are in addition to total restrictions. If the number of qualified applicants for EDO exceeds the number permitted by the EDO limits, additional officers may be competitively selected for EDO (non-nuclear) from quotas remaining in the total restriction for a particular year group. However, SWO(N) may compete for EDO(C) quotas. There is one available quota for SWO(N) to transfer to EDO(N) for YG98 only.

**Officers who have accepted SWOCP to attend, are currently in or are under orders to SWO Department Head school, as well as officers in a Department Head tour will complete both the 1st and 2nd tour requirements before actual transfer from the community.

+PDM 4-N131-99 mandates a minimum 18 month tour length for division officers assigned as FCO or CICO in AEGIS Platforms.

c. Aviation. Lateral transfers/redesignation out of aviation in year group 93 and junior will be limited to the following year groups and sub-communities (131X or 132X applicants for AED/151X see Notes paragraph 3(a)):

<u>Pilots</u>	<u>YG93</u>	<u>YG94</u>	<u>YG95</u>	<u>YG96</u>	<u>YG97</u>
VF	4	4	3	1	1
VFA	7	1	2	1	1
VAQ	4	2	2	1	1
VS	3	11	Unlimited	Unlimited	Unlimited
VAW	1	0	1	1	1
VP	13	13	10	35	30
VQ (T)	6	2	1	1	2
VQ (P)	2	1	2	2	1
HS	1	1	1	2	2
HSL	1	1	1	2	2

HC	6	1	2	4	4
HM	1	1	2	2	2

NFO	YG93	YG94	YG95	YG96	YG97
VF	4	1	4	4	4
VAW	1	0	1	1	1
VP	5	13	13	15	15
VAQ	1	1	2	2	2
VS	4	6	Unlimited	Unlimited	Unlimited

Opportunity is extremely limited for officers falling outside the community and year group constraints cited above. Aviators will not be transferred until the completion of either minimum service required (MSR), bonus obligation, agreement to remain on active duty, or PRD, whichever occurs later. There are no year group restrictions for 1300/1305 officers desiring to lateral transition. However, their assignment to a new community may be delayed until the completion of their current assignment or until the completion of a disassociated sea tour as determined by Pers-43.

d. Any applicant for 151X, who is presently designated 131X or 132X and is eligible for consideration before the board may be redesignated 151X in accordance with MILPERSMAN if selected. However, if second sea tour or aviation department head tour has not been completed, assignment to 151X billet may be delayed until completion of applicable second sea and/or aviation department head tour as determined by Pers-43.

e. Submarine Community (1120/1125). Total selection for lateral transfers/redesignations from the submarine officer community (1120/1125) shall not exceed caps on specific year groups as follows:

	<u>RESTRICTIONS</u>	<u>EDO*</u>
YG93 and senior	4	0
YG94	0	0
YG95	1	0
YG96	0	1
YG97	1	1
YG98 and junior	0	1

*EDO numbers are in addition to total restrictions. If the number of qualified applicants for Engineering Duty exceeds the number permitted by the EDO limits, additional officers may be competitively selected from quotas remaining in the total restriction for a particular year group.

f. Officers commissioned under the Seaman to Admiral (STA) legacy program have the opportunity to obtain a Navy-funded baccalaureate (BA/BS) degree after warfare qualification, if applicable by current designator, and immediately upon completion of community-specific initial operation tour (i.e., Split Div-O tours for SWO). Selection for lateral transfer/redesignation does not eliminate the Navy's obligation to make the degree opportunity available to the officer upon completion of the above minimum requirements. Consequently, if a STA legacy officer is selected for lateral transfer prior to processing and reporting to a civilian institution for their BA/BS opportunity, the gaining community will have to detail the officer to school, as approved by CNET, to ensure that this opportunity is satisfied prior to detailing the officer to a community specific billet.

g. Limited Duty Officer (6XXX). Total selection for lateral transfer/redesignation from the Limited Duty Officer Community (6XXX) shall not exceed caps as follows:

611X	0	623X	1	638X	4	646X	1
612X	1	626X	1	639X	1	647X	0
613X	25	628X	1	640X	0	648X	0
615X	0	629X	1	641X	10	649X	0
616X	6	631X	5	642X	10	651X	4
618X	20	632X	5	643X	0	653X	2
619X	0	633X	8	644X	3	655X	0
621X	1	636X	2	645X	3		

h. SPECOPS applicants (119X and 114X). Officers who desire to transfer from the 114X designator must have completed Surface Warfare Officer Qualification, Basic Explosive Ordnance Disposal (EOD) Officer qualification, and served two years in an 1140 afloat assignment as of the convening date of the board. 119X officers who desire to voluntarily drop from further 119X pipeline training will only be allowed to transfer/redesignate upon written notification to N131X (Officer Community Manager) of voluntary drop from training.

Notes:

1. Human Resources (HR) - 120X. Open to qualified officers of all designators. Officers with manpower, personnel, training and recruiting experience and/or education in manpower systems analysis (3130), operations analysis (3211) or education and training (3150) subspecialties, or those who are interested in becoming the Navy's experts in these fields. Warfare

qualification is required. Relevant MA/MS degrees are desirable but not required.

2. Engineering Duty (ED) - 14XX. The ED community needs warfare-qualified officers. Maximum selections in accordance with the openings shown in paragraph 5b and 5f are desired. However, unless an exceptional performance and academic record presents a compelling case to the contrary, any LCDR selected should have sufficient time to qualify as a 1440 prior to the convening date of the CDR Board for which that officer will be considered. For LCDRs in YG 93 and senior, a technical Masters degree in an approved ED curriculum is desired. If qualified candidates are unavailable, the requirements should not be filled.

3. Aerospace Engineering Duty Officer (AEDO) - 1510. The following constraints apply:

a. Limit selections from Year Groups as follows:

YG89 and senior	0
YG90	1
YG91	5
YG92	5
YG93	5
YG94	5
YG95	5
YG96	0
YG97	2

b. Reserve officers must concurrently be selected for augmentation to the Regular Navy to be selected for AEDO (1510).

c. AEDO selects without graduate degrees should have academic profile codes (APCs) of 323 or better to allow admittance to relevant NPS curricula.

d. AEDO selects must be aviation warfare qualified officers.

e. There is no requirement to fill all openings. Select only the best qualified applicants within constraints presented in this note.

4. Information Professional (IP) - 160X. Preferred experience areas and/or fields of study include: Information Systems, Combat Systems, Command and Control, Electrical Engineering,

Space Systems, Information Operations, Computer Science, and Modeling, Virtual Environments and Simulations. Warfare qualification is desired but not required if the officer has had similar operational experience. Selected officers will be expected to serve in IP afloat assignments in their current rank. The following constraints apply to IP (160X):

a. Limit selection from Year Groups as follows:

YG 79-83	1
YG 84-88	4
YG 89-93	23
YG 94-96	12
YG 97-99	25
YG 00-01	12
YG 02-03	1

b. Reserve officers must concurrently be selected for augmentation to the Regular Navy to be selected for IP (1600).

c. For LCDR and junior, prior experience and/or a Masters degree, preferably in the fields of study listed above. No applicant should be accepted or rejected based solely upon degree alone. Technical experience gained outside formal education should be given special consideration. IP officers are expected at some point in their careers to obtain a Master's degree in a curriculum related to core IP competencies. To support this, a minimum Academic Profile Code (APC) of 335 is required. If no APC appears on the record, the applicant must have at least one year of calculus, and should have taken a calculus-based physics course. Officers en route or currently enrolled at Naval Postgraduate School are good candidates for transfer regardless of the APC.

d. For CDR and above, the applicant should have completed one or more successful tours in assignments relevant to the experience areas listed above. Applicants must complete any obligation to other communities prior to lateral transfer to the IP community.

5. Intelligence - 163X

a. 163X Lateral-Out Policy: Total selection for lateral transfer/redesignation from the Intelligence community (163X) shall not exceed limits as follows:

YG96 and senior	0
YG97	0
YG98	1
YG99	1
YG00	1
YG01	1
YG02	0
YG03	0

b. 163X Lateral-In Policy: There is no requirement to fill all openings. Select Intelligence community applicants with consistent and demonstrated superior performance in their respective community. Select only quality applicants who have completed a warfare qualification, if assigned where opportunity exists. Give strong preference to applicants who have completed a tour in or are currently assigned to an intelligence related billet. Applicants should be selected based on the whole-person concept, with considerable emphasis placed on well-rounded, motivated individuals with proven/potential leadership ability, analytical skills, and a record of success. Naval Intelligence normally prefers LT/LTJGs, however, junior LCDRs will be accepted (generally with two years or less than TIG) with exceptional operational records.

6. Cryptology (164x). Applicants will be considered from any designator; however, primary consideration will be afforded warfare-qualified officers. The Board should give special consideration to the following:

a. Security Clearance: Before appointment, all applicants must be eligible for a Sensitive Compartmented Information (SCI) clearance based on a background investigation completed not more than five years before the year of application, and may be required to successfully complete a counter-espionage polygraph examination. Applicants not possessing the requisite access authority and clearance shall execute a Personnel Security Questionnaire (SF-86) (BI/SSBI) per SECNAVINST 5510.30A.

b. Education: No applicant will be accepted or rejected based solely on college degree, but preferred fields of study include engineering, science, mathematics, information warfare, or computer science. Experience gained outside traditional academic venues should also be noted. Records that authoritatively document technical accomplishment/experience (i.e. Microsoft Certifications, or System Administrator or Network Operator experience) should receive special attention.

c. Language/Cultural Expertise: Officers proficient in Far Eastern and/or Middle Eastern language and/or culture (especially native linguists) are of special interest. Those records with DLPT scores of 3/3/3 should receive very close attention.

d. Experience: Applicants with relevant Naval Operational experience, either Enlisted or Commissioned should be afforded due regard.

e. Quality versus Quantity: While quality certainly overrides quantity, all candidates should receive careful consideration, and the Board should endeavor to meet accession goals if possible.

7. Public Affairs (PAO) - 165X. There is no requirement to fill all openings. Special consideration should be given to access LCDRs in YGs 92-94 and LTs in YGs 97 and 99. Select applicants whose superior performance indicates they are best qualified and have sufficient experience to tell the Navy's story. Public Affairs experience (collateral duty PAO, civilian PA background, etc.) is highly preferred. Degrees in communications, public relations, journalism or English are preferred, but not required. Warfare qualified applicants take precedence over non-warfare qualified applicants. Non-warfare qualified officers who have strong public affairs backgrounds and are physically qualified for overseas or sea duty may be considered. All applicants should be deployable and available for worldwide assignment.

8. Oceanography (METOC) - 180X. Preferred fields of study are meteorology, physical oceanography, hydrography, or geospatial information services (GIS). Acceptable fields of study are mathematics, physics, geophysics, or engineering with at least one year (30 semester hours) of courses in meteorology, oceanography, or hydrography. Prior experience in a meteorology, oceanography, hydrography or GIS billet is highly desirable. An APC of 323 required. If no APC appears on the record, the applicant must have completed, at a minimum, a calculus series (I and II) and a calculus-based physics series (I and II) with grades of C+ or better. Warfare-qualification preferred. Due to current community manning and control grade authorizations, selects are limited to YG96 and junior.

9. Medical Service Corps (MSC) - 230X. Consider only applicants for the specialty area for which the MSC Officer Community Manager has professionally recommended them. HCA

Baylor limit is three selects. Physical Therapy Baylor limit is one select.

10. Supply - 310X

a. 310X Lateral-Out Policy: As a force shaping measure, the Supply Community Manager fully supports those 310X LTs and below applying for lateral transfer out of the Supply community. The Supply Corps has an excess of 84 officers (as of 31 Aug 03) - much of this excess is concentrated in YG99 and YG00.

b. 310X Lateral-In Policy: Limit lateral transfers into Supply to the following year groups:

YG96-YG90	6
YG01	1

Educational background should be in business, industrial engineering, or other disciplines with demonstrated quantitative orientation (i.e., engineering or mathematics). Although a degree in these fields of study is not mandatory for selection, strong consideration should be given for these academic backgrounds. Select only applicants whose performance and potential warrant, who have completed warfare qualification if assigned where opportunity for qualification existed, and who have five years or less of total commissioned service. Strong performance records, when coupled with weapons systems experience, provide the most desirable mix of qualifications for transition into the Supply Corps.

c. Redesignation: Select LDO candidates for redesignation who have completed warfare qualifications if assigned where opportunity for qualification existed, and whose performance and potential merit selection. Candidates must possess a Bachelor's Degree.